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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THROUGH: Deputy Director of Training  
 FROM : Registrar/TR

DATE: 31 July 1958

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SUBJECT: Weekly Activity Report No. 30  
 23 July - 29 July 1958

## I. SIGNIFICANT ITEMS:

None

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Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176Z

Date: 09 MAR 1978 By: 

## II. OTHER ITEMS:

1. At DDTR's request, I was interviewed by John Hummon. Mr. Hummon is a CSC Management Intern now detailed to the Training Division, Department of the Navy. We discussed CIA participation in Executive Development programs, and the Office of Training offerings in the Management and Supervision fields. To aid him in his dealings with other Agencies, I referred him to "The Training of Federal Employees" published by CSC in January 1958.

2. The participants for the 1958-59 class of the Senior Defense Schools were provided a DD/P-DD/I briefing on 23 July.

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3. [redacted] already selected as an Agency representative for the Industrial College, has earned another distinction. He will be the recipient of the largest single award as yet authorized under the Language Development Program. His award is \$600 for maintaining High proficiency in Reading Chinese.

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4. Although State Department's quota of 18 at National War College greatly exceeds ours, they and we now send the same number of employees to other Senior Defense Schools in the U. S.:

<u>State Sends</u>	<u>CIA Sends</u>	
2	1	To Air War College
2	2	To Army War College
2	1	To Navy War College
2	2	To Industrial College of the Armed Forces
2	4	To Armed Forces Staff College

State usually has one representative each at the Canadian Defense College and the Imperial Defence College; disappointingly, neither of these colleges will release any kind of evaluation to the Department on how the State student fares in the course.

5. [redacted] met with [redacted] OGC, to discuss the recent OGC decision favoring payment of per diem to military personnel on TDY at [redacted]. [redacted] has agreed that there are sufficient reasons for OGC to undertake a review of its original decision. We believe this review will result in a decision favorable to our position on non-payment of per diem.

6. I feel I've made a mistake. [ ] has pointed it out to me. In the July Bulletin we released information on Audio Countermeasures briefings. Security plans to offer a three-hour orientation twelve times a year and a one to five day familiarization three times a year. Ed is disturbed because we've implied that a basic skill can be learned in the familiarization course in as little as one day. I believe Ed is correct. [ ] has followed up with [ ] who agrees that the familiarization program does not actually presume to provide technical proficiency in the theory and application of modern electronic countermeasures equipment. [ ] relates the Familiarization course to the [ ] offering "pretty much as First Aid training is related to medical school."

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8. With the submission of the 15th list of successful candidates for language development awards, the score stands at 462 awarded; 414 ineligible. The former represents 52.3% of the 876 applications processed by us since the beginning of the program; the 47.7% ineligible is the percentage of the 876 who took the tests to establish skills, or those whose scores indicate no achievement or no maintenance of proficiency, or others ineligible for case awards such as native speakers.

9. To the interest of the DTR, the following persons in OTR have been designated eligible for language awards:



Main	H	Comp	French	\$200
Main	H	Read	French	100
Ach	O-E	Comp	Polish	100
Ach	E-I	Read	Spanish	50
Main	I	Comp	German	100
Ach	O-E	Read	German	50
Main	I	Comp	French	100

Also, [redacted] earned an award while assigned to SIC and [redacted] will receive hers while detailed to LAS. Edith taught a class of eight in the Voluntary Program; seven of these have now qualified for cash awards.

10. We are in the midst of the pilot offering of our three-day Training Officer Orientation course. Following completion of this initial presentation, we will assess our efforts and submit a report. [redacted] an attractive addition to the TLO family, was our first student.

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11. We have requested OO/Contact's help in making application to the American Management Association for Company Membership. In a meeting with [redacted] we gave him full information on approach procedures for handling employees if we were accepted, and those persons who should be identified

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[redacted] has informed us that the [redacted] Office will be making the approach to AMA within the next few days.

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12. To complete [redacted] Fitness Report, we called 25X1 for her OTR Personnel File so that consideration might be given to comments with regard to her prior assignment. It was noted that Sandra had never had a session in Building T-13, since she came on board as a 17 year old. Arrangements have been made for her to appear there in the near future.

13. During the week 23 July - 29 July 1958, there were 505 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

162 enrolled in 27 classes ( 9 languages) before hours  
78 enrolled in 14 classes ( 7 languages) after hours  
86 enrolled in 16 classes (10 languages) during hours  
49\* enrolled in 5 Operations School courses  
102 enrolled in 6 Intelligence School courses  
18 enrolled in 1 Communism School course  
10 enrolled in 1 area course

\* Does not include the ten Reserve Officers attending the War Planning course.

[redacted]

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